

Good afternoon welcome to our second live webinar local school wellness policy. My name is Zainab Rida and I am the director of NE TN program at the department of Education. I am also joined today by Kristen Houska, Extension Educator/NE Team Nutrition Coordinator. Before we get started, I would like to share a

- A couple of housekeeping items, All participants have been placed in listen only mode and this presentation is being recorded for the future dissemination.
- You can join the audio version of this webinar through your computer or telephone. There are several ways to engage with us. During and after the presentation, you can type your question in the chat box, we will select a few questions to respond to during Q and A session . You can also email your question directly to me That email address is zainab.rida@Nebraska.gov or to Kristen at khouska@unl.edu
- I will send a follow up email to share a link to this recorded webinar along with a deck of slides of this presentation.
- This webinar also will be posted on our NDE website.

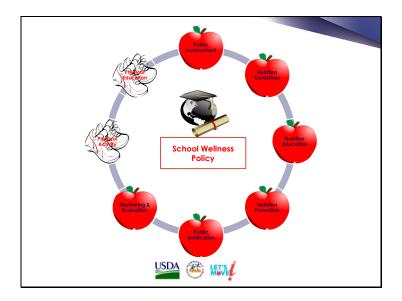
Kristen and I are very happy to be here and present this second webinar on the final rules of USDA/Local school wellness policy as part of 2010 Healthy, Hunger-free kids act. As a reminder, that we are providing these series of webinars to help you get started with revising your school wellness policy. We will be presenting every Wednesday at 2:00 until the second week of November. We will try to go through each elements of Local school wellness policy, share the final requirements, resources and example of a policy language of each element.

#### Outline

- •Summary of last week webinar
- •Final provision of the Public Involvement (PI)
- Administrative Review & PI
- •Best Practices on PI
- •UNL Extension & PI
- •Team Nutrition Resources
- Next Step



- The outline of today webinars is to
- Provide a summary of last weeks webinar
- Introduce the final provision of the public involvement
- Highlight some of the administrative review questions regarding this element and provide some possible answers for these questions
- Identify best practices regarding this element
- Recognize the role of UNL Extension in supporting schools on public involvement
- Share some of the Team Nutrition Resources to help schools meet this requirement
- · And finally identify your next step on meeting public involvement requirement



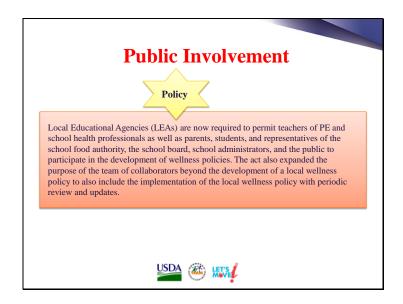
· A recap from last webinar and As you all know,

On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by Local educational agencies LEAs. The final rule requires LEAs to begin developing a revised local school wellness policy during School Year 2016-2017. LEAs must fully comply with the requirements of the final rule by June 30, 2017.

- The new regulations require districts to include the following elements
- Public involvement
- Nutrition Guidelines
- Nutrition Education
- Nutrition Promotion
- Public notification
- Physical activity and Education
- Monitoring and evaluation. The new regulations requires schools implement the local policy, monitor and evaluate the policies, and periodically update the community on the status of the policy.
- As I have mentioned earlier, NE TN will provide more in-depth information about each elements as well as samples of policy language and resources. I would really encourage you to join us every Wednesday at 2:00 to get more information about each element.



Today we will be focusing on the first element of SWP, public involvement.



- The finals rules indicates that each LEA must allow parents, students, representatives of the SFA, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the local school wellness policy,
- LEAs include in the written local school wellness policy, a plan for involving those stakeholders. The Broad stakeholder involvement ensures coordination across the school environment and throughout the community.
- LEAs must also establish wellness policy leadership of one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy.
- Transparency and inclusion are important aspects of the implementation process.
- •However, LEAs have discretion in exactly how they implement this requirement. While FNS expects LEAs to actively seek members for the local school wellness policy committee that represent the categories described in the statute, and to the extent practicable, allow them to participate, there are a variety of factors to consider when seeking the right combination of representatives.

#### **Public Involvement**

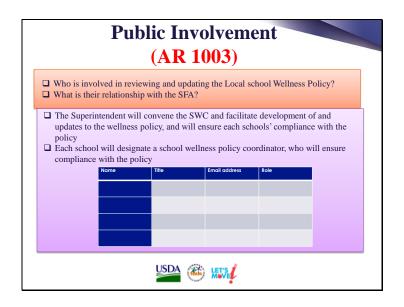
Collaborative community team to develop, implement and review policy

#### Team should include:

- Parents
- Teachers
- Physical Education Instructors
- School Foodservice Professionals
- Students
- · School Board members and Administration
- Community members (SNAP-Ed)



- No single department or group has all of the necessary information to develop comprehensive policies.
- Parents spend the most time with their children and best understand their children's food habits and choices
- In addition to the suggested team members that are included in this slides, LEAs are also
  encouraged to include Supplemental Nutrition Assistance Program Education (SNAP-ED)
  coordinators or educators on the local school wellness policy committee, as appropriate.
  Kirsten will provide you with examples on how to involve a local community member to be
  part of school wellness committee
- Each LEA is best suited to determine the distinctive needs of the community it serves. For
  example, school health professionals may include a health education teacher, school health
  services staff, or a social services staff. An example of the general public may include a local
  dietitian, business representative, health care professional or community or civil leader
  interested in children, nutrition, education, health, and physical activity.



- □ This is one of the questions that is included in Administrative review
   □ Who is involved in reviewing and updating the Local school Wellness Policy?
   □ What is their relationship with the SFA?
   □ Here is an example of how to answer this question; The Superintendent will convene the SWC and facilitate development of and updates to the wellness policy, and will ensure each schools' compliance with the policy
- ☐ Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy
- Once members of the local school wellness policy committee are identified, the LEA is
  encouraged to make available to the public and school community, a list of names and
  position titles (or relationship to the school) of individuals who are a part of the wellness
  policy committee; as well as the name, position title, and school-based contact information
  of the lead individual(s) or coordinator(s) for the LEA, and for each school as applicable.
- Committee members can be identified on the LEA or school's website, in parent newsletters, or in other regular channels of communication that the LEA utilizes.



Here is another AR question.

How are potential stakeholders made aware of their ability to participate in the development review, update, and implementation of the Local School Wellness Policy?
Provide documentation to support the response or appropriate web address.
Here is a sample of policy language that you might include in your SWP.
The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that district.
The District will develop or continue relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy's implementation.
Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

#### **Public Involvement**

Sample Policy Language

 The District will convene a representative district wellness committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this district-level wellness policy.



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#### **Public Involvement**

#### **Sample Policy Language**

- ☐ The SWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to:
- · Parents and caregivers
- · Students
- · Representatives of the school nutrition program
- · Physical education teachers
- · Health education teachers
- School health professionals [i.e., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services]
- Mental health and social services staff [i.., school counselors, psychologists, social workers, or psychiatrists]
- School administrators (ex., superintendent, principal, vice principal)
- School board members
- · Health professionals (ex., dietitians, doctors, nurses, dentists)
- · The general public.



#### Another example.

☐ The SWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to:

Parents and caregivers

Students

Representatives of the school nutrition program

Physical education teachers

Health education teachers

School health professionals [i.e., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services]

Mental health and social services staff [i.., school counselors, psychologists, social workers, or psychiatrists]

School administrators (ex., superintendent, principal, vice principal)

School board members

Health professionals (ex., dietitians, doctors, nurses, dentists)

The general public.

#### Why Have a SWC?

- Schools can't do it alone.
- Research endorses community connections and involvement for children and youth.
- Changing systems require infrastructure to support that change over time.
- School Wellness Policy recommends a school wellness committee



- So, why schools should have a SWC
- Schools can't do it alone.
- An effective school wellness committee is a working partnership between schools and the community, including parents. Primarily, it recognizes that health and academic success go hand in hand.
- Research suggests that one the most effective vehicles for interacting with the local community on school health issues is through a SWC. There are many ways that staff and schools at the local level can help ensure that the SWC provides a community voice in planning and implementing comprehensive school health programs.
- By creating a SWC schools can find partners within their communities to identify health problems & concerns, set priorities, and design solutions
- When engaged as decision makers, communities have proven time and again the they are up to the task of addressing local problems and supporting their schools in their responsibilities

## What are the Functions of a SWC?

- Advocate for school health within the broader community
- Access and link with community health services and community resources
- Implementation, Evaluation and Celebration



- It Starts with a Foundation: building a successful swc is the key for a healthier school environment
- Influencing students to lead healthy and productive lives is likely to be most effective when schools, community, and parents work together. Each has unique resources, each can access students in ways the others can't, and each has a different means of influencing the behaviors of young people.
- But the coordination of these efforts requires planning. Local school wellness committee also know as councils (also know as school health advisory councils) are one means of planning consistent and focused action. They provide the structure for the process which assesses need, prioritizes and identifies action steps and shares in implementation and securing resources. This committee also can provide direction and insight to administration and become advocates for healthy school environments.

This slide takes a look at reasons people join School Wellness Committees:

- Inform the community about the school and health issues
- Influence- decision makers on the importance of implementing programs and policies that reduce the increased prevalence of childhood obesity or other health issues.
- Implement programs or policies around increased physical activity and nutrition for students.
- Have an invested interest in kids health by creating a healthier school environment for students and staff.

#### **Best Practices**

- School Wellness Committees can be formed at the district or school building level.
- These groups typically have 10-20 members and include school staff, community members, family members and students



Here are some best practices regarding SWC

School Wellness Committees can be formed at the district or school building level. These groups typically have 10-20 members and include school staff, community members, family members and students



- This slide provides you with a list of possible members who may have been included in SWP.
- If there are other members that you feel would be beneficial on your council who have a vested interest in the mission and vision of the committee, please invite them to join as well (for example: school board member, personal trainers, coaches, gym facility managers etc.)
- It is important to have a diverse group of members that can offer different perspectives to the decision making process of the committee.
- Each group brings unique contributions that are valuable in creating healthier school environments for students and staff.



**So, What types of people would make good committee members?** As you get ready to convene a wellness team or add to the mission of a current group, Careful consideration must be given to identify potential members and the process of gaining their willingness to become active members. The quality and quantity of SWC are primarily determined by its members.

#### **Best Practices**

- ✓ Demonstrated interest in healthy youth
- ✓ Parent or student
- ✓ Knowledge, skills, resources
- ✓ Willingness to devote time to regular meetings
- ✓ Representative of the student population
- ✓ Credibility/leadership within the school community
- ✓ Authority to make decisions or commit resources to address food offerings, PE, access to PA, health education and staff wellness
- ✓ Passionate





Major criteria for selecting members should include:

- Demonstrated interest in youth
- Awareness of the community general understanding of the cultural, political, geographic, and economic structure of the community – can really facilitate goal accomplishment.
- Professional abilities with training in a youth related discipline
- Willingness to devote time before appointing any member, communicate about the time commitment to determine willingness to make time for the SWC.
- Representative of the population
- Credibility of members those who are respected by those who know them. Honesty, trustworthy, dependable, commitment and ethics all contribute to the overall character of the SWC's.
- Don't forget to consider nay sayers or local resistors to the table. Why might that be a good strategy? Well (To make sure they feel heard, bring them around to support your efforts).

#### **Tips for Team Management**

- Meet with your team every 4-6 weeks (minimum of 4 times/year)
- Consider a brief standing meeting at the same time and place
- Have an agenda and keep meeting minutes to distribute to team
- Make sure members feel a part of decision-making and action plan implantation
- Recognize members for their accomplishments
- Consider dividing team up to work on actions from action plan that interest them



- Here are some tips of SW team management
- The best practices indicate the committee meet every 4-6 weeks ( minimum of 4 times a year)
- Follow a process establish meeting times, get them on the calendar and be consistent, use action plan as standing agenda so you have a clear picture of what your SWC is working on
- Evidence suggests that a non-hierarchical and shared approach to leadership is an effective way to engage the strengths of individuals while contributing to a working environment where all members feel valued.
- Make sure members feel a part of decision-making and action plan implantation
- Recognize members for their accomplishments
- Consider dividing team up to work on actions from action plan that interest them





## **NE Extension Involvement**

Partner with Nebraska Extension – Nutrition Education Program for your School's Wellness Committee

- Extension has a cohort of staff trained in SWP elements across
- These staff are focused in the areas of nutrition and wellness.
- They would fit in your SWC as community members.





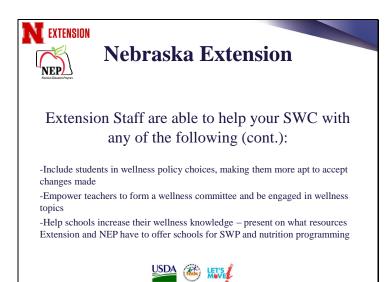
Hello Everyone, my name is Kristen Houska and I am an Extension Educator and the new Nebraska Team Nutrition Coordinator. The partnership between Nebraska Extension and Nebraska Department of Education is a mutually beneficial partnership. Extension has a cohort of staff across the state focused in nutrition and wellness. These staff have been trained by NDE on the School Wellness Policy elements. We recognize your time is valuable, and it is hard to learn everything about SWP when you are busy teaching, running the kitchen or helping your school be it's best in other areas. By utilizing Nebraska Extension's nutrition and wellness staff you would be brining in a community member to your School Wellness Committee that has the background knowledge needed to positively impact your committee and help facilitate the process.



What can Extension offer to your School Wellness Committee?

Listed are multiple examples of how we can help your school's committee. Some of the key examples are:

- -Providing Resources
- -Help make community connections
- -Start Nutrition Programming after school
- -Be involved in SWP activities and events



- -Include students in wellness policy choices
- -Empower teachers to form a wellness committee and be engaged in wellness topics
- -Help schools increase their wellness knolwedge

We are here to help you and make this process as easy as possible. Please contact me to discuss potentially adding a member of Nebraska Extension to your School's Wellness Committee. I would be happy to provide you with assistance in making a connection with our staff.



So what's next?

#### **Best Practices**

- The SWC might include:
- ✓ A building level administrator and another staff member wiling to take on the leadership of the group
- Nutrition/foodservice staff person
- ✓ PE instructors/Health Instructors
- ✓ School nurse
- ✓ Custodians
- ✓ Parents
- ✓ Students
- ✓ Community members with expertise or an interest
- ✓ Local coalitions and parks and recreation department
- ✓ Guidance/counseling and social service providers
- ✓ Safety compliance officers
- ✓ Healthy school environment promoters
- ✓ Staff wellness advocates



#### First, Develop a list of potential SWC members and identify how they can benefit from being involved. Ask the following questions

Do you have an existing group in your school or community that serves the same mission a School Wellness Committee?

How could you infuse your work around wellness into this group? (school improvement, health and safety committee).

As a school building and as a district viewpoint, who might these members vary?

#### Keep In Mind, Membership Should...

- Represent the diversity of your community.
- Involve people with a deep understanding of the culture, norms and dynamics of your community.
- Involve people with a passion for kids health.
- Include people who can commit the time. (VALUES)
- Include key players/influencers in the school and community; trained in youth-related disciplines
- Involve formal & informal members of your school community.



- The early stages of a collaborative are very important to its long term success.
- By allowing for plenty of front end time, a collaborative can ensure the development of a strong foundation for moving forward.
- The early stages are allocated to a variety of relationship building and planning activities
  (learning about each others organizations and establishing trust; developing a leadership
  structure and management capacity to sustain over time) in contributing to a solid
  foundation, these activities are fundamental to the development of shared vision and plan
  for sequential change.
- In addition to having a diverse group of members with a vested interest in the mission of the SWC it is important to consider certain aspects when choosing members.
- •Involve people with a deep understanding of the culture, norms and dynamics of your community.
- •Involve people with a passion for kids health.
- •Include people who can commit the time. (VALUES)
- •Include key players/influencers in the school and community; trained in youth-related disciplines
- •Involve formal & informal members of your school community.

## Before You Recruit SWC Members...

- Be able to articulate your purpose.
- Draft SWC roles and responsibilities.
- Have a meeting structure in mind (how often, how long), but don't be wedded to it.



Before you recruit SWC, members need to

- Be able to articulate your purpose.
- •Draft SWC roles and responsibilities.
- •Have a meeting structure in mind (how often, how long), but don't be wedded to it.

## When Approaching New SWC Members...

- Put yourself in their shoes.
- Help them understand what they can contribute and how they can benefit.
- Be sensitive to constraints on their time and resources.



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- •Put yourself in their shoes.
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- •Be sensitive to constraints on their time and resources.

## **Key Elements to Making your SWC Efficient and Effective**

- Active administrative support is a valuable thing (influence and advocacy)
- Find a common and consistent meeting time and use your action plan as a standing agenda. Make sure your action plan includes "who will do what by when".



- Active support from your administration is a valuable thing and often key to moving things forward. If they are not present today, make a point to share with them your interest in their participation and ideas. Having that diverse group of parents, community members and staff to share the desire and vision for the school environment can have tremendous influence.
- Do not overlook hidden powerhouses in your school and community. Those hidden powerhouses may be your school administrative assistant, a para-professional and leader in your PTA or PTO.
- Finding a consistent meeting time helps people to keep your SWC on their calendar, eliminates last minute reminders and keeps the group on forward motion. Utilizing a standing agenda of your action plan lets everyone know what needs to be done and who has engaged to do so. Very important to have engagement from entire SWC to ensure ownership.

## **Key Elements to Making your SWC Efficient and Effective continued...**

- Find ways to communicate effectively with the entire team
  - Share the love by identifying who will do what. Steer clear of one person shows.
- Stick to a process which includes:
  - Assessment
  - Prioritization
  - Action planning
  - · Resource brokering
  - Taking action





- Maintain consistent and effective channels of communications invaluable in building working relationships – fundamental to the success of the collaborative as they contribute to trusting relationships.
- Ensure that everyone on your council is kept in the loop, this will ensure involvement from everyone and not just a "chosen few". Email can be a wonderful thing, but keep in mind that some members may not utilize their email on a daily or even weekly basis. (Parents, community members)
- Need to include somewhere a structure for process: Assessment, prioritization, action
  planning (not program only focused but environmental / culture change focused), resource
  brokering and taking action
- This structure not only provides a clear roadmap for what needs to be done, what is currently being done but a paper trail of their journey.
- Complete an action plan and have entire group take ownership. Have on paper and use at each meeting to show progress and accountability

#### **Ensuring your Efforts**

- Be consistent and "Have a game plan"
- Engage the entire group
- Action
- Share your success's with the masses!
- Take time for reflection
- Celebrate



#### **How to keep Energy in your SWC**

- People want to be a part of something that is making a difference.
- They want to see their time investment is going somewhere.
- Stick with the process- the process is what will keep your SWC a lean mean fighting machine, when each member has engagement, you have your roadmap, and you can see your successes realized this provides momentum and enthusiasm for your work.

Be consistent and "Have a game plan" (Time well spent)
Engage the entire group (Valued member of the council)
Action- Be a part of something that's making a difference
Share your success's with the masses! (Community needs to know!)
Take time for reflection (Evaluate and make adjustments of your work and put it in writing

And Don't forget to celebrate

#### It is A Process

- Step 1: Get Together
- Step 2: Create a Vision
- Step 3: Develop a Plan
- Step 4: Take Action
- Step 5: Review Commitment



# And finally here are steps for change when it comes to forming SWC Step 1: Get Together

Commit to work together on school health
Involve the right people
Hold the first meeting
Decide to act

### **Step 2: Create a Vision**

Develop a base of common knowledge about school health Define a shared vision

Step 3: Develop a Plan

Identify priorities

Design an action plan

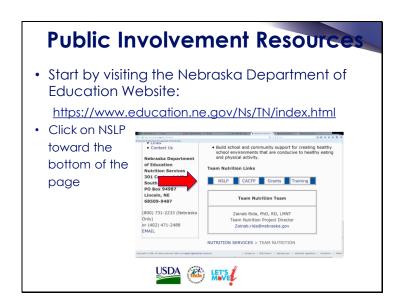
Step 4: Take Action

Implement plan
Celebrate achievements
Recognize contributions
Evaluate progress

**Step 5: Review Commitment** 

Build community reputation
Deepen commitment to vision
Recruit new members and
develop new

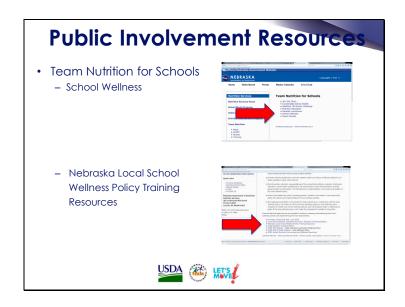
## leaders Adapt and expand action plan



NDE and Team Nutrition have great School Wellness Policy resources on Public Involvement.

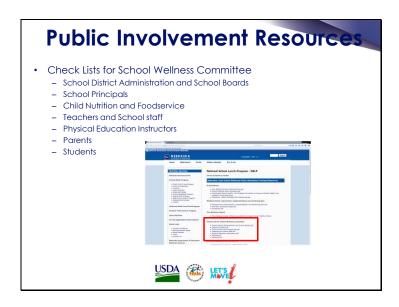
Start by viting the NDE website listed:

-Click on NSLP (National School Lunch Program) toward the bottom of the page



This will bring up Team Nutrition for Schools

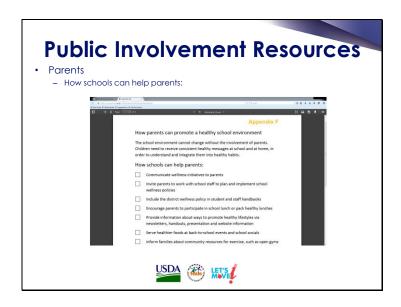
- -Select School Wellness
- -Then select Nebraska Local School Wellness Policy Training Resources



As part of this page there is a section titled 'Check Lists for School Wellness Committee'.

There are resources for multiple stations, for example: administration, foodservice and teachers.

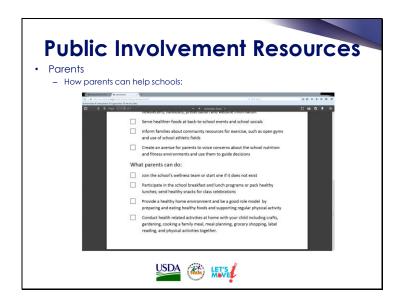
For today's example resource we will focus on parents as part of the school wellness committee.



Parents can play an intricate part in the school wellness committee. Listed on the resource page is how the SWC can help parents.

#### For example:

- -Communicate wellness initiatives to parents
- -Encourage parents to participate in school lunch or pack healthy lunches
- -Inform families about community resources for nutrition or exercise



How can parents contribute to a school wellness committee?

- -Join the school's wellness team or start one for the school
- -Have their child participate in the school breakfast and lunch programs or pack healthy lunches
- -Reinforce healthy messages their child is learning at school by modeling them at home

Thank you very much for your time today. Again, please contact me, Kristen Houska, if you are interested in having Nebraska Extension partner with your school on their wellness committee.

I will now turn it back to Zainab for questions.



This will conclude our webinar if you have any questions don't hesitate to email me at zainab.rida@nebraska.gov. Thank you and have a wonderful day.